


S
I
d
e
1


Adobe Connect 8 Guide for Novice Users

Purpose of this guide:

- To learn the key features of Adobe Connect 8
- To try these features in a “meeting room”


Welcome to an overview of Adobe Connect for novice users. This Guide will provide you with an opportunity to review and experience some of the key features of Adobe Connect so you will have a successful experience during your upcoming Adobe Connect meeting/session, referred to as ‘meeting’.

It is recommended you explore the key features described in this guide using the equipment (e.g., computer, headset) you will be using during your upcoming meeting.

S
I
d
e
2

For Best Results

- Close all programmes
- Use a hardwired computer
- Use a headset with microphone
- Plug in your headset before going to the meeting room




Ideally you will have all programmes on your computer closed and your computer will be hardwired. It is recommended that you use a headset with a built in microphone, which is to be plugged into the computer before you log into the meeting room.

S
I
d
e
3

Testing the Key Features

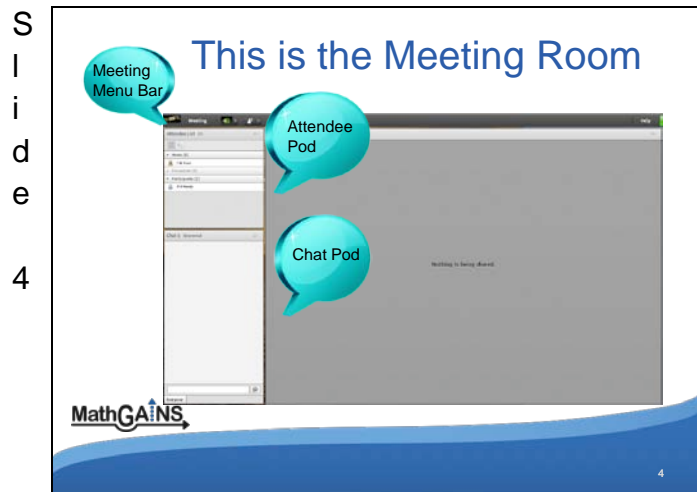
To try the key features described in this guide, go to the meeting room:

<http://conn-o.osapac.org/featuretesting/>

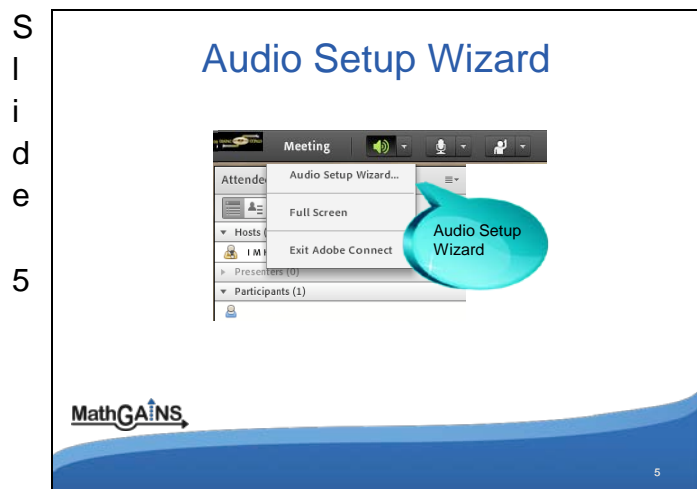


When you have a meeting you will be given a url of a meeting room, and you will generally be required to sign in. For this tutorial, log in to the Adobe Connect meeting room <http://conn-o.osapac.org/featuretesting/>. Enter as a guest, type your name and click Enter Room. You do not need a password. While in this meeting room you’ll be able to observe and experience most of the features in this guide as they will appear during a meeting. If you cannot get into this room go to http://conn-o.osapac.org/common/help/en/support/meeting_test.htm which will test your

computer for necessary capabilities.



You are viewing a typical “meeting room”. The meeting room layout may vary slightly since each is uniquely designed by the Host and Presenter. However, you will see the same basic pods just positioned differently. Generally the Attendee pod and Chat pod will be positioned on the left side of the meeting room, as shown here. The meeting menu bar is always at the top. We will look at the meeting menu bar now.



If you are attending the meeting on your own, it is recommended that you use a headset. Checking that your speakers and microphone are working is critical. Check your microphone and speakers by clicking the **Audio Setup Wizard**, which is on the drop down menu under **Meeting**.



You will get a series of pop up windows similar to these. After reading the first pop up, install the add-in if prompted. Then click next.

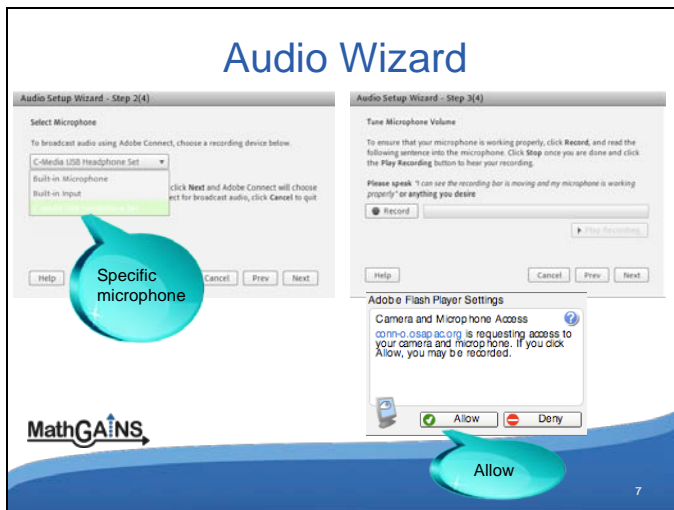
At this point make sure your speakers are turned ON.

To ensure your speakers are working listen to the recording by clicking “Play Sound”.

If you cannot hear anything, check that your output (e.g., speakers/headset) is turned on and turned up.

If you still cannot hear, follow slide 2 “For Best Results”. You may need to exit

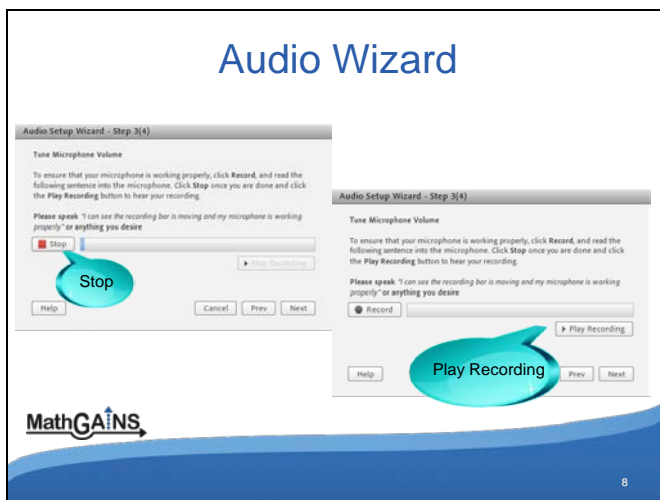
Slide 7



this meeting, and re-enter. If you still cannot hear, contact the designated technical support person. If you are in a meeting use “private chat” to describe your problem to the technical support person (slide 16).

Follow the prompts to select your specific microphone. If your microphone does not show up on this list, you will need to exit this meeting, and re-enter and ensure your microphone/headset is plugged in *before* entering the room. Sometimes you can click “next” and your computer will detect your microphone. To check your microphone you will record, but beforehand a drop down “Adobe Flash Player Settings” may appear. If so, click “Allow”. To check your microphone follow the prompts. First record then click “Stop”.

Slide 8



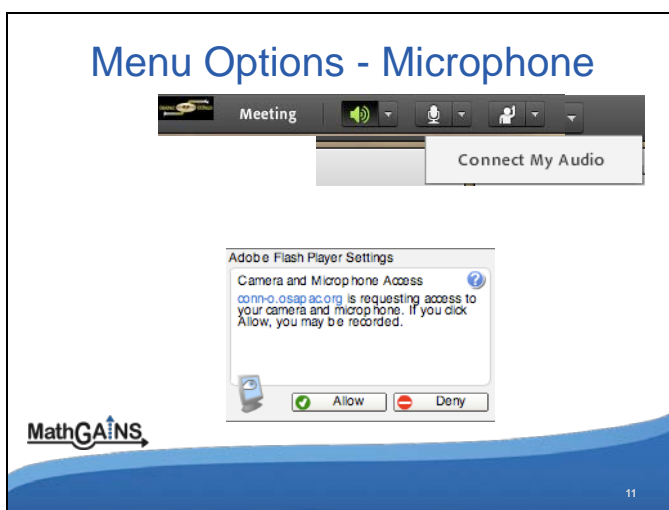
After clicking “stop” click on “Play Recording” to listen to your voice. *If you do not hear your voice*, cancel the wizard and repeat the Audio Setup Wizard from the beginning, ensuring that you have completed each step. If you still cannot hear you may need to exit and reenter the meeting. If necessary, contact the technical support person using private chat (slide 16).

S
I
d
e
9

Test for silence (white noise) by following the prompts. Click Finish to complete the Audio Setup Wizard.

S
I
d
e
10

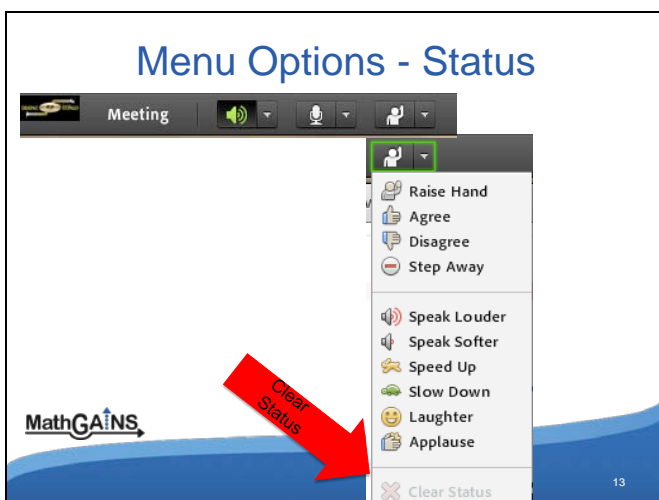
You can change the speaker volume by clicking the speaker icon in the menu bar and selecting "Adjust Speaker Volume" from the drop down menu.

S
I
d
e
11

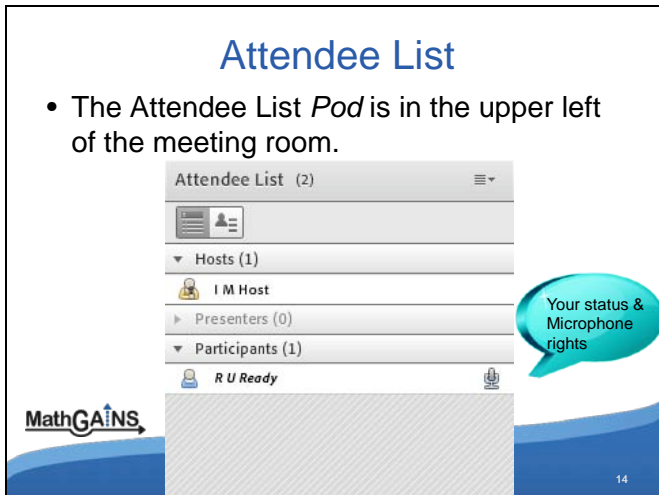
If you plan to speak during the meeting click the microphone icon and select "Connect My Audio". The "Adobe Flash Player Settings" pop up *may* appear. If it does, click "Allow".

S
I
d
e
1
2

General practice is to have your microphone muted unless called on to speak. To mute your microphone click on the microphone icon and select “Mute My Microphone”. When your microphone is muted the microphone icon will have a slash through it as shown.

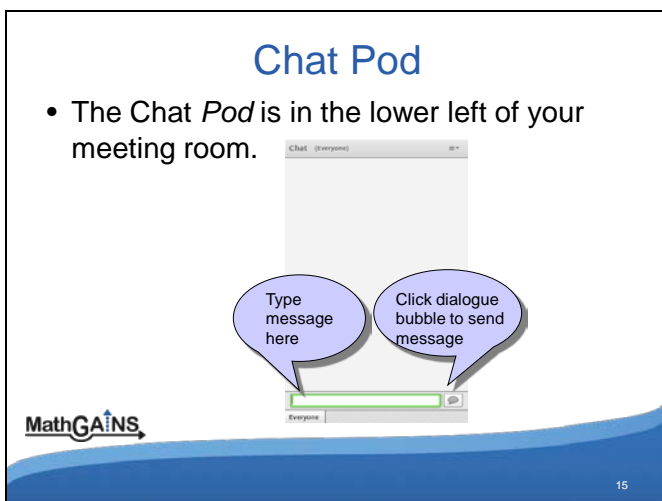
S
I
d
e
1
3

The third icon on the menu bar indicates your “status”. Click the raised hand icon to reveal the drop down menu from which to send a simple message by selecting an icon. When you click the icon, it will appear beside your name on the attendee list for all to see. For example, if you want to speak click on “Raise Hand”, if you want the presenter to speak louder, click on “Speak Louder”. Be sure to *clear your status* once it is no longer relevant. Clear status is the last item in the drop down menu.

S
I
d
e
1
4

The attendee list pod looks like this. Participant names appear in alphabetical order. Your status will appear beside your name. When you are given microphone rights the microphone icon will appear beside your name, as shown. When you are called on to speak, unmute your microphone. While you are speaking the microphone icon will have (()) marks around it.

S
I
I
d
e

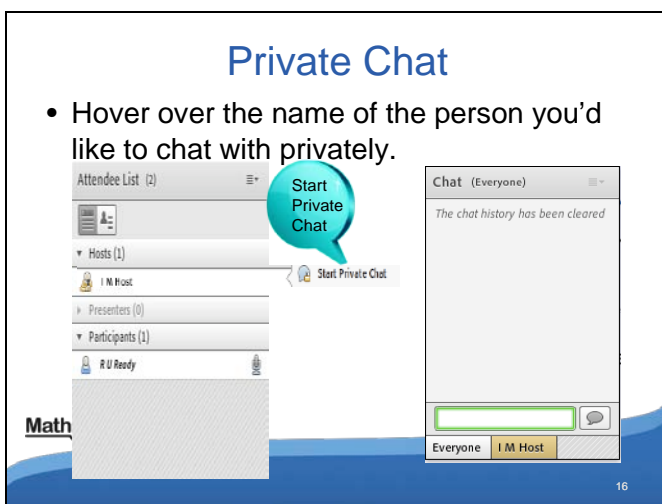
1
5

The Chat pod is generally in the lower left of your screen.

To send a message *to all* type in the bar at the bottom of the pod and click the dialogue bubble to send.

During a meeting the presenter/host may add supplementary chat pods for a purpose, such as asking participants to answer a specific question or discuss a topic of interest.

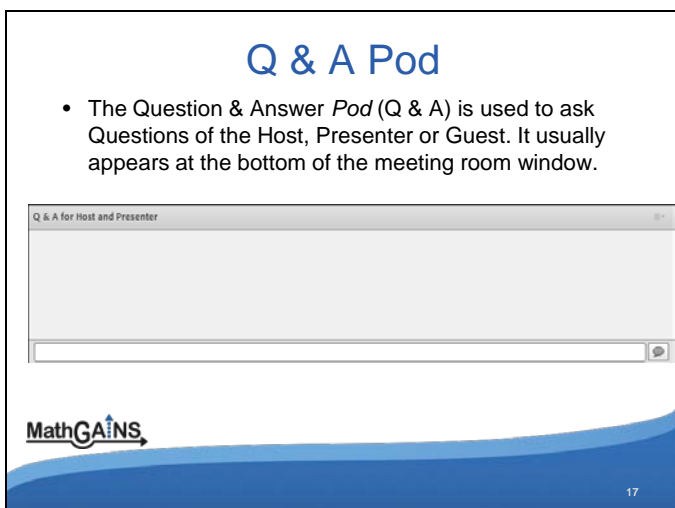
S
I
I
d
e

1
6

To send a private message to someone, hover your mouse over that person's name and click the "Start Private Chat" pop up that appears.

That person's name will appear at the bottom of your chat pod on an orange tab. When you type and send a message with that person's name highlighted, only that person will receive your message.

S
I
I
d
e

1
7

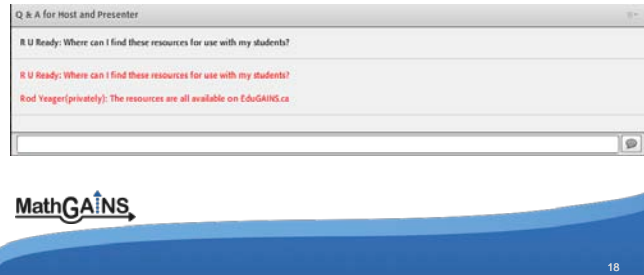
When a Q and A pod is available, type your question in the bar at the bottom of the pod and click on the dialogue bubble.

S
l
i
d
e

1
8

Q & A Pod

- The Question & Answer *Pod* (Q & A) is used to ask Questions of the Host, Presenter or Tech Support and usually appears at the bottom of the meeting room window.




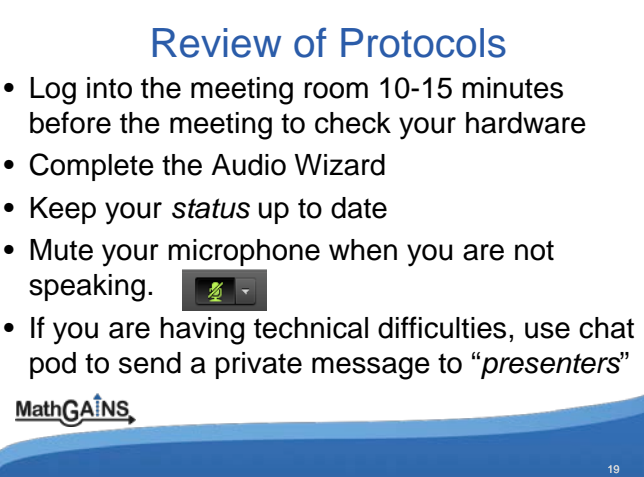
Your question with its answer will appear privately to you *or* to all attendees at the discretion of the person answering.

S
l
i
d
e

1
9

Review of Protocols

- Log into the meeting room 10-15 minutes before the meeting to check your hardware
- Complete the Audio Wizard
- Keep your *status* up to date
- Mute your microphone when you are not speaking. 
- If you are having technical difficulties, use chat pod to send a private message to “*presenters*”



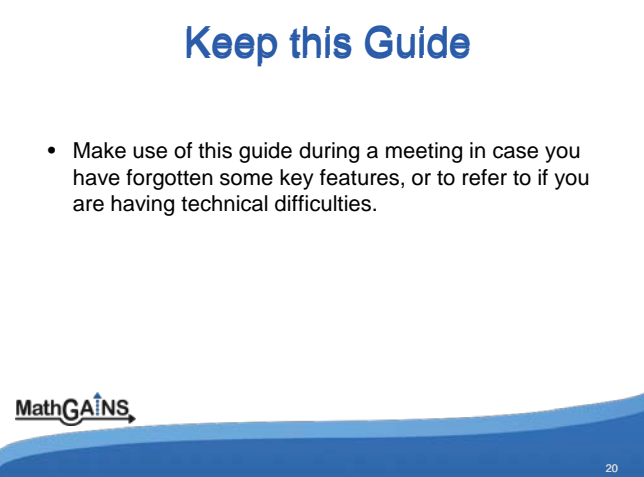
There are several standard protocols that help to ensure a successful meeting. Please review and follow these, as shown on the slide.

S
l
i
d
e

2
0

Keep this Guide

- Make use of this guide during a meeting in case you have forgotten some key features, or to refer to if you are having technical difficulties.



If you are having technical difficulties during a meeting and have rechecked the key features as described in this guide, contact the designated technical support or Presenter using “Private chat” (slide 16).
Thank you.

